

Iowa Eligibility Application Direct Certification

hawk-1

Verification Overview: Focus on Verification Overview

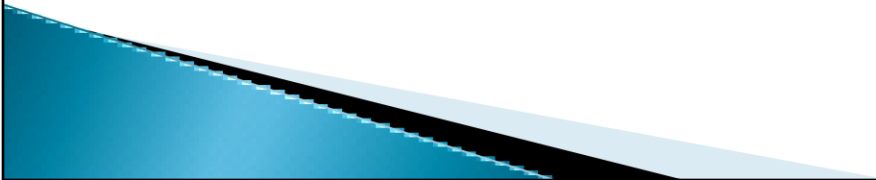
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Nutrition, Health, and Transportation Services

Verification

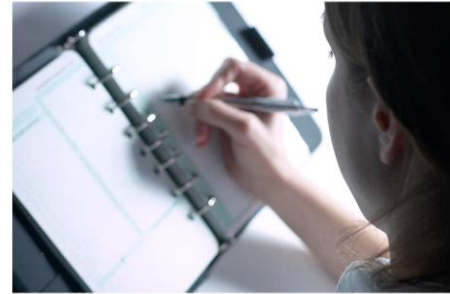


Verification for Cause

- ▶ An application may be verified at any time during the school year after it has been approved (can't delay approval)
- ▶ Questionable information
- ▶ Verification done for cause is in addition to the required sample and is not included in the reporting sample.



Important Dates – Mark Your Calendar!



- ▶ **October 1, 2009**
 - Verification sample size determined
- ▶ **November 15, 2009**
 - Verification activities completed.
- ▶ **December 1, 2009**
 - Verification Summary Report available on the CNP 2000 system
- ▶ **January 15, 2010**
 - Verification Summary Report completed

Verification Forms are
all on the CNP 2000
form download



A helpful hint...

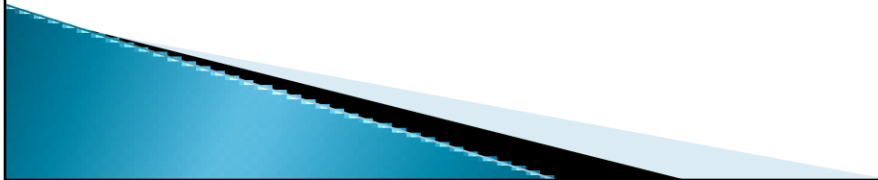
- ▶ As you are approving applications based on income, flag applications that are “error prone.”
- ▶ “Error prone” means within \$1200 annually of the UPPER limit of eligibility for free or reduced price.
- ▶ ICAVES will identify these for you.



Sort

Sort all applications on file as of October 1 into 4 categories:

1. Free eligibles from those directly certified by paper or electronically, homeless or migrant children, Head Start, Pre-K Even Start, residential students in RCCIs and non-applicants approved by local officials.



Sort Continued

2. Free eligibles based on Food Assistance/FIP numbers submitted on the application (categorically eligible). COUNT the number of applications as of October 1.



Basic Sampling, continued

- ▶ If not enough error prone applications to complete the sample, randomly select the number needed from all applications to reach the correct sample size.



Example-Basic

120 (eligible for verification) applications on file

$$120 \times .03 = 3.6$$

Always round up

Verify exactly 4



Alternate Sampling

- ▶ Alternate–Random
 - May only be used if verification non–response rate from the prior year is less than 20%.
 - Verify lesser of 3% or 3,000 selected randomly from all applications subject to verification. Do not need to focus on error prone applications



Example – Alternate Random

520 apps on file as of Oct. 1

$$\times .03 = 15.6$$

In this example, 16 applications must be
verified.



Alternate Sampling

- ▶ Alternate-Focused
 - May only be used if verification non-response rate from the prior year is less than 20%.
 - Verify lesser of 1% or 1,000 error prone income applications PLUS 0.5% or 500 applications approved on the basis of FIP or Food Assistance



Example – Alternate-Focused

320 income applications on file as of Oct. 1
 $\times .01 = 3.2$ or 4

220 apps with case #s $\times .005 = 1.1$ or 2

In this example, 6 applications must be verified, selecting 4 from error prone income applications and 2 from applications with FIP or Food Assistance .

Verification Sample Size

Important Note

- ▶ Only the number of applications calculated may be verified
- ▶ MAY NOT verify all applications



Confirmation Reviews

- ▶ Review applications selected for verification to check accuracy of initial determination. This may also be a part of initial certification process. OK to confirm ALL applications
- ▶ Confirming Official may not be the same person as the Determining Official



Confirmation Continued

- ▶ If the confirmation review indicates that the new eligibility status is to the household's benefit, the LEA should make the change as soon as possible and proceed with verification of the new benefit level.
 - Households must be notified of the new benefit level.



Confirmation Continued

- ▶ If the confirmation review shows that there should be a decrease in benefits, the LEA proceeds with and completes verification before any notification of a new eligibility status is given.



Notify Selected Households

- ▶ Those selected for verification must be sent a notice
 - Must include the fact that they have been selected and what is acceptable documentation.



Review Documentation

- ▶ LEAs may obtain
 - Written evidence
 - Collateral contacts
- ▶ Verify every source of income that was reported



Written Evidence

- ▶ Received from the household
 - Pay stubs (name of household member, identifying factor, amount of income received, frequency received and date received)
 - Proof of Food Assistance/FIP participation (Notice of Decision)
 - Don't use the EBT card as proof of eligibility!
 - Bank statement for direct deposit of child support

Collateral Contacts

- ▶ Someone outside of the household who is knowledgeable about the household's circumstances.
- ▶ This would include employers, social service agencies, migrant workers' agencies or religious organizations.
- ▶ Use only in cases when household has not been able to provide adequate written evidence.

Verify eligibility and notify households of any changes

- ▶ Four outcomes of verification
 - Benefit decrease
 - Benefit increase
 - Benefits do not change
 - Household does not respond



Summarize and report results

- ▶ Summarize results and report in the CNP 2000 System
- ▶ This report must be submitted by January 15th



Unresponsive Households

- ▶ Households who do not respond to verification
- ▶ LEAs are required to follow-up one time
- ▶ If no response after the follow-up, benefits should be terminated



Follow-up Official

- ▶ Follows up with households that fail to respond to the initial request for verification.
- ▶ Must make at least one attempt to obtain needed verification information.
- ▶ Must document attempts and results and sign the application.



More verification training

- ▶ August 3, 1–3 pm
- ▶ September 8, 9–11 am
- ▶ Locations on DE website
 - Click on Nutrition on the left
 - Then click on Training Events on the right



Records

- ▶ Maintain all records for three years plus the current year
- ▶ Do not send any application information or verification paperwork to the DE



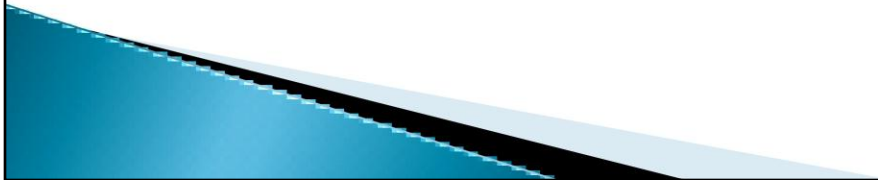
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Web Addresses

- ▶ DE website:

<http://www.iowa.gov/educate/>

Click on Nutrition on the left

- ▶ CNP 2000 website:

<https://www.edinfo.state.ia.us/CNP/AppChoice.asp>

Email for passwords

- ▶ Forgotten passwords, that is...
- ▶ `CNP2000@iowa.gov`



Contact E-Mail addresses and phone numbers

- ▶ Main number
515-281-5356
- ▶ Nancy Christensen, Consultant
nancy.christensen@iowa.gov
515-281-5663
- ▶ Or your area consultant

